

# **ADAMS COUNTY**

## **Employee Handbook**

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INTRODUCTION

This Adams County Personnel Policy Manual (Manual) has been prepared to acquaint you with Adams County (County) and provides guidance and information regarding your employment with the County. You should read, understand, and comply with all provisions of the Manual. It describes many of your responsibilities and expectations as an employee and outlines the programs developed by County to benefit employees.

This Manual applies to all County employees not covered by a collective bargaining agreement and to all employees so covered when the provisions of this Manual do not contradict collective bargaining agreements or when this Manual addresses an area which is not covered by a collective bargaining agreement. This Manual is subject to any controlling ordinance, resolution, regulation, state or federal statute, code or regulation or other legally controlling authority.

Unless otherwise agreed to in writing by the Adams County Board of Supervisors, employment with the County is "at will" and is for no definite period of time and may, regardless of the date and method of payment of salary or wages, be terminated by the County or an employee, with or without cause and with or without prior notice at any time. No personnel policy, procedure, practice or representation, oral or written, abrogates or alters this "at-will" condition of employment. Nothing contained in the Manual, or any other document provided to County employees is intended to be, nor should it be, construed as a guarantee that employment or any employment benefit will be continued for any period of time (except as otherwise mandated by State or Federal law). The policies set forth in this Manual are not a contract, are not intended to create a contract, nor do they create a contract of employment or an obligation of any kind between the County and any of its employees.

Individual Departments may have policies that supplement the policies in this Manual. Employees are expected to follow both the policies in this Manual and Departmental policies. If there is a conflict between the Manual and Departmental policies, the Manual will control.

The County has developed the policies and provisions in this Manual and may change, supplement or rescind them at any time. This will be done as deemed appropriate and in the sole and absolute discretion of County, with or without notice. The provisions set forth in this Manual supersede any and all prior personnel policies, procedures and practices, whether written or established by past conduct. Final interpretation and implementation of any of the policies or rules in this Manual is vested solely with the County.

## CHAPTER ONE: EMPLOYMENT CATEGORIES AND VOLUNTEERS

### SECTION 1 - POSITION CATEGORIES

The County has a number of categories for positions ranging from full-time to seasonal, as described in the following subsections. The term “year” shall be defined to mean the time from January 1 to December 31<sup>st</sup> of any twelve (12) month period. Once placed in a category, an employee shall remain in that category unless and until the County formally changes the employee’s status to another employment category. Employees cannot automatically change employment categories. The job category descriptions below and corresponding language do not guarantee any specific amount of hours for any employee and should not be so construed or relied upon.

**1.01 Regular full-time Category.** A regular full-time position is authorized at either nineteen hundred and fifty (1950) hours per year or two thousand eighty hours per year (2080), and shall receive fringe benefits. For information on work hours, please refer to Chapter 3, Section 1 below.

**1.02 Regular part-time Category.** A regular part-time position is authorized to work less than nineteen hundred and fifty (1950) hours per year. Regular part-time positions are eligible for pro-rated benefits as long as they work more than eighty-five (85) hours per month. If the employee works under eighty-five (85) hours per month they will not receive fringe benefits unless required by law.

**1.03 On-call Category.** An on-call employee is defined as an individual who fills in on an “as needed” basis for regular employees in the event of an emergency or extenuating circumstances within a Department. On-call employees are not eligible for fringe benefits unless required by law.

**1.04 Seasonal full-time or part-time Category (including interns).** Full-time seasonal employees and interns work an average of at least thirty-seven and one-half (37 ½) hours per week not to exceed one hundred fifty (150) calendar days. Part-time seasonal employees and interns work under an average of thirty-seven and one-half hours per week. Seasonal employees and interns are not entitled to fringe benefits unless otherwise required by law. (Res. #43- adopted 6-18-13)

**1.05 Parks Department Seasonal Employees Category.** A full-time or part-time employee shall work no more than ten (10) months per calendar year. Full-time seasonal employees who work more than eighty-five (85) hours per month, shall be eligible for fringe benefits. A part-time seasonal who works less than eighty-five (85) hours per month shall not be eligible for fringe benefits. Seasonal full and part-time employees may move back and forth between these classifications due to the cyclical nature of the seasonal establishment. Per Sec. 213(a)(3) of the Fair Labor Standards Act (hereinafter “FLSA”) related to exemptions for recreational establishments, Parks Department Seasonal employees will at times be required to work more than forty (40) hours per week and on holidays, while not being eligible for overtime pay.

**1.06 Limited-Term Employee (LTE) Category.** An LTE is defined as any employee who is hired for a temporary period of more than five (5) consecutive workdays, not to exceed ninety (90) consecutive calendar days. Summer Park LTEs may work up to one hundred (120) consecutive calendar days as a specific authorized exception to this Policy. Solid Waste LTEs may work up to two hundred thirteen (213) consecutive calendar days as a specific authorized exception to this Policy. LTEs are not eligible for fringe benefits. Per Sec. 13(a)(3) of the FLSA related to exemptions for recreational establishments, Parks Department LTE employees will at times be required to work more than forty (40) hours per week and on holidays, while not being eligible for overtime pay.

90 **1.07 Casual Category.** Casual employees do not have a set work schedule or a specific number of  
91 work hours. They are expected to work on an as-needed basis or to provide supplemental help  
92 during periods of unusual circumstances. Casual employees are not entitled to fringe benefits  
93 unless otherwise required by law. In some cases, casual employees may be on-call and receive  
94 compensation in accordance with Chapter 4, Section 2.08 of the Employee Handbook. The hiring  
95 of a casual employee to fill in for a budgeted position may be approved by the Home Committee  
96 and does not require County Board action. (Res. #43- adopted 6-18-13)  
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98 **SECTION 2 - VOLUNTEERS**  
99

100 **2.01 Volunteer Defined.** A volunteer is an individual who performs hours of service for the County  
101 without the promise, expectation or receipt of compensation for services rendered, except for  
102 reimbursement for reasonable expenses, reasonable benefits, and nominal fees, or a combination  
103 thereof. All volunteer work performed for the County shall be performed in accordance with the  
104 provisions of the Fair Labor Standards Act.  
105

106 **2.02 Employees as Volunteers.** Under the Fair Labor Standards Act, an employee of the County may  
107 not volunteer for the County when the employee's volunteer duties involve a similar or identical  
108 service as the employee performs for the County. All volunteer services provided by an employee  
109 of the County shall be performed outside of the employee's normal work hours.  
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**CHAPTER TWO: EQUAL OPPORTUNITY EMPLOYER AND  
DISCRIMINATION/NONDISCRIMINATION**

- 1.01** It shall be the Policy of the County to recruit, select and promote the most qualified persons for positions in the County. Recruitment and selection shall be conducted in a manner which ensures open competition and provides equal employment opportunity in accordance with state and federal law. The County does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.
- 1.02** It shall further be the policy of the County to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) and state laws relating to disability. The County will make reasonable accommodation for all employees or applicants with disabilities in accordance with law.
- 1.03** Personnel practices within the County shall conform to the provisions of the law relating to non-discrimination in employment. Department Heads are required to follow this Policy in all hiring practices and filling of positions in their Department.
- 1.04** Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, Department Head or the Administrative Coordinator. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.



CHAPTER THREE: EMPLOYMENT INFORMATION

SECTION 1 - WORKING HOURS

- 1.01** The normal work week for full-time County employees will be determined by the County but will generally be either thirty-seven and one half (37 ½) or forty (40) hours per week. The work week begins at 12:00 a.m. each Sunday and ends at 11:59 p.m. each Saturday. Work periods for law enforcement employees will be established in accordance with the FLSA.
- 1.02** Department Heads will inform employees of their schedules and the specific hours they are required to work.
- 1.03** Employees shall begin work at their scheduled time and remain at their assigned places of work until the end of their shift unless expressly authorized to leave by their Department Head or supervisor.
- 1.04 Lunch Periods.**
- A. Unless otherwise determined by a Department Head or supervisor in his or her sole discretion as circumstances may require, employees who work a full time shift will be allowed up to a one (1) hour unpaid lunch break.
- B. Employees may not skip lunch periods or use them at the beginning or end of the workday, without the specific approval of the employee's Department Head or supervisor. Employees are considered off duty, and are free to leave the premises, during lunch periods. Employees shall punch out at the beginning of their lunch and punch back in when returning to work. Department heads will stagger employee lunch periods as necessary for offices to remain open during the lunch hour.
- 1.05 Breaks.** Unless otherwise determined by a Department Head or supervisor in his or her sole discretion, each employee will be allowed a paid break of ten (10) minutes for each one-half (½) day of work. Break time cannot be accumulated in any manner or used to extend lunch periods or to shorten the workday. Employees are not allowed to leave the work premises during breaks. Breaks are to be scheduled so that adequate staff coverage is provided and County services are not interrupted.
- 1.07 Break Time for Nursing Mothers.** Under Section 7 of the FLSA, employers are required to provide reasonable break time for an employee to express breast milk for her child(ren) for up to one year after the child(ren)'s birth, each time such employee has need to express the milk. Anticipated lactation times shall be established by each employee based on her work schedule. Employees will be asked to use their rest breaks and/or lunch periods to help balance their work and personal needs. Additional unpaid break time or flex time may be granted by the Department Head solely for the purpose of expressing milk, as long as providing such break time does not unduly disrupt operations. Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated.

SECTION 2 - PERSONNEL RECORDS

- 2.01 Personnel Files.** The Personnel Director shall maintain the official files of all County employees in accordance with Chapter 19 of the Wisconsin Statutes.

**2.02 Public Inspection of Records.** The public may request in writing to the Personnel Director to inspect personnel files. The County shall provide inspection of personnel records to the public in accordance with Chapter 19, Wisconsin Statutes with approval of the Corporation Counsel.

**2.03 Employee Inspection Of Records.** Employees shall be allowed to inspect documents in his or her own personnel file upon written request to the Personnel Director in accordance with the provisions of §103.13, Wisconsin Statutes. An employee who is involved in a current grievance against the County may designate in writing a representative to inspect the employee's personnel records which may have a bearing on the resolution of the grievance in accordance with the provisions of §103.13.

**2.04 Employment References.** Professional references concerning past employment with the County shall be given by the County Personnel Director only.

### SECTION 3 - POLITICAL ACTIVITY

**3.01** No employee is precluded from engaging in political activity provided such activity does not interfere with normal work performance, is not conducted during normal working hours and does not involve the use of County equipment or property. No employee shall be removed, discharged, reduced in pay or position, or otherwise discriminated against because of the employee's political opinions or affiliation, except as provided for in this Section. No employees or Elected Official shall directly or indirectly use or seek to use their authority or the influence of their position to control or modify the political action of another person. Employees whose principal employment is in a federally grant-aided program are subject to prohibitions in the Federal Hatch Political Activities Act as amended.

### SECTION 4 - NEPOTISM

**4.01** No Board or Committee member, Department Head, supervisor, employee, or Elected Official, may take part in the selection, appointing of authority, evaluation, promotion, demotion, lay-off, termination or assignment of benefits or supervision of any relative. The term 'relative' refers to an immediate family member or person living in the same household. No relative can be employed in an immediate superior or subordinate relationship.

### SECTION 5 - CONFLICTS OF INTEREST AND MISCONDUCT

**5.01 Conflicts Of Interest And Ethics.** All County employees and elected officials shall comply with and are subject to the Adams County ethics ordinance. Copies of the County's ethics ordinance are available from the office of the Corporation Counsel or on the County's website.

### SECTION 6 - MUTUAL RESPECT AND PROTECTION POLICY; OFFICE ETIQUETTE

**6.01 Mutual Respect And Protection.** It is the duty of every employee to deal courteously and professionally with the public and other employees.

### SECTION 7 - DRESS CODE

**7.01** All clothing must be respectable, clean, neat and not in need of repair. There are two (2) dress code categories.

- A. Field Wear** - Specific to a department and approved by the Department Head. Clothing is chosen as it relates to job assignment/activity. When not on field duty, employees will be expected to wear business casual.

**B. Office Wear** – General dress code used in all County Offices at all times unless field wear. Appropriate attire will be considered as **“business casual”**.

**7.02 Modesty “Clause”** – Clothing that reveals too much cleavage, your back, your chest, your stomach or your undergarments is not appropriate for a place of business.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choices of clothing to wear to work. If you experience uncertainty about acceptable business casual attire for work please ask your Department Head/Supervisor.

If an employee reports to work in attire that is deemed inappropriate by a Department Head, the employee will be directed to return home and change into appropriate attire. All time spent changing attire will be unpaid.

## **SECTION 8 - STORAGE OF PERSONAL BELONGINGS ON COUNTY PROPERTY**

**8.01** County owned lockers, desks, file cabinets, electronic equipment, and vehicles are not the private property of the employee. There is no reasonable expectation of privacy with regard to their contents and they are subject to inspection.

## **SECTION 9 - CONFIDENTIALITY**

**9.01 General.** Because of an employee’s responsibilities with the County, an employee may have access to confidential, client, personnel or other sensitive information. This may include, without limitation, information concerning the financial status of a client or employee, the medical status or condition of a client or employee as well as County’s business practices including purchasing and negotiating strategies, and employee records (collectively “confidential information”). This confidential information cannot be disclosed by an employee to any County personnel who do not have a legitimate business need to know such information or to persons outside of the County without the express authorization of the Personnel Director or Department Head. There may also be special circumstances in which the information may be released only with specific signed releases that may be time sensitive. All employees are responsible for protecting confidential information from unauthorized disclosure. If an employee has any question as to whether information is confidential under this policy, they are required to consult the Personnel Director and Department Head prior to disclosing the same.

**9.02 Internal Operations.** No information concerning the internal operations of the County, including but not limited to the release of records of the County, may occur except through, and with the permission of, the Administrative Coordinator or individual Department Heads. If requests for information are received by employees, whether on or off duty, from any person, the employee is required to politely decline to provide such information and to direct that individual to the Administrative Coordinator or Department Head for a response to that inquiry.

**9.03 Departmental Policies on Confidentiality.** All information collected by a Department, whether written or oral, is subject to the County confidentiality requirements. Each Department shall be required to implement a written policy on the confidentiality requirements. Employees who have access to the confidential information from another department shall maintain the confidentiality of the information and comply with any departmental rules governing the same.

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## SECTION 10 - HARASSMENT

**10.01 Anti-Harassment Statement.** The County is committed to maintaining a work environment that is free of illegal discrimination and harassment. Harassment consists of unwelcome conduct, whether verbal, physical, or visual that is based on a person's protected status as defined by law, and as indicated in this Policy. The County will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

**10.02 Scope.** This Policy applies to all Elected Officials and employees within the County as well as temporary or agency personnel. It also includes others who do business with the County such as outside contractors, vendors or customers.

**10.03 Policy.** The County's policy on Harassment is attached as Appendix A to this Manual.

## SECTION 11 - CONFIDENTIALITY OF MEDICAL RECORDS

**11.01** The County respects the confidentiality and privacy rights of all of its employees. Accordingly, the results of any test administered under this Policy and the identity of any employee participating in the County's Employee Assistance Program (EAP) or other assessment or treatment program will not be revealed by the County to anyone except as required by law. The County will release an employee's record as directed by the express written consent of the employee authorizing release to an identified person. In addition, the County will ensure that any lab or agency used to conduct testing under this Policy will maintain the confidentiality of employee test records. However, the lab or testing agency will disclose information related to a positive drug or alcohol test of any individual to the County. The County may disclose this information to the employee or to the decision maker in a lawsuit, grievance, or other proceeding by or on behalf of the individual which arises from any action taken in response to a positive drug test or alcohol test; or as required by law, including court orders and subpoenas. The Medical Review Officer (MRO) will not reveal individual test results to anyone, except the County Personnel or Administrative Coordinator/Director of Finance Offices, unless the MRO has been presented with a written authorization from the tested employee.

**11.02** All medical records of individual employees will be maintained in individual medical files separate from the employee's personnel file. These records will be stored in a locked cabinet in the Personnel Director Office and access will only be allowed to those employees who have a legitimate need to review the records of a particular employee.

## SECTION 12 – OUTSIDE EMPLOYMENT

**12.01** The County does not prohibit employees from accepting outside employment or following economic pursuits that do not interfere or conflict with the full and faithful discharge of their duties with the County. Employees shall not engage in outside employment which may tend to impair their independence of judgment, and shall not engage in outside employment which is unlawful or contrary to the County Ethics Ordinance. Outside employment is prohibited if it would affect the employee's ability to perform County duties or responsibilities (Res. #107, adopted 12-18-12)

**12.02** An employee must notify their Department Head, using the Outside Employment Form, of their desire to seek outside employment. The Department Head must grant permission in writing before the employee may begin to work at the outside employment, and the signed form will be forwarded to the Personnel Department for inclusion in the employee personnel file. Department

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345 Heads must seek the written approval of the Administrative Coordinator/Director of Finance  
346 before engaging in outside employment. (Res. #107, adopted 12-18-12)  
347

348 **12.03** If the County determines that an employee's outside work interferes with performance or the  
349 ability to meet the requirements of the County, the employee may be asked to terminate the  
350 outside employment if they wish to remain with Adams County. Employees are not allowed to  
351 conduct business related to outside employment while on County paid time, nor is an employee  
352 permitted to use County equipment or supplies in the performance of outside employment duties.  
353 Employees are prohibited from working at an outside job while on a leave of absence from the  
354 County. (Res. #107, adopted 12-18-12)  
355

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**CHAPTER FOUR: SALARIES AND WAGES**

**SECTION 1 - WAGES**

- 1.01** Employee salaries and hourly wages shall be determined under the County Pay Structure adopted by the County Board. No employee shall be paid per diem. Elected Official salaries shall be determined by the County Pay Structure set by the County Board, in accordance with Wisconsin State Statutes.

**SECTION 2 – OVERTIME, COMPENSATORY TIME, ON-CALL, CALL-IN, AND SHIFT DIFFERENTIAL**

- 2.01 Exempt And Non-exempt Employees.** Employees are generally classified under the FLSA as either exempt or non-exempt. Exempt employees are salaried employees who are not subject to federal and state overtime requirements and include, without limitation, Department Heads, supervisors, managers, and professional employees. Non-exempt employees are hourly employees who are covered by the Act and are entitled to overtime pay in accordance with the Act. Various other employees, including certain categories of law enforcement and seasonal and LTE employees in the Parks Department, may be partially or completely exempt from the overtime requirements of the FLSA. The County will designate employees as exempt, non-exempt or partially exempt in accordance with the requirements of the FLSA. If an employee has a question as to which category he or she is in, the employee shall contact the Personnel Director.

- 2.02 Overtime.** Overtime is any hours worked over forty (40) hours per workweek, that are paid out at one and one-half (1½) times the employee's regular rate of pay. Part-time, on-call, LTE, and seasonal employees are not eligible for overtime unless in a one (1) calendar week period, Sunday 12:00 a.m. through Saturday 11:59 p.m., the employee works over forty (40) hours. Overtime should be granted for unusual occurrences or Department requirements only, and shall be pre-approved by the employee's Department Head or supervisor. All overtime shall be initialed by the Department Head or supervisor on the employee's timecard.

**A.** For non-law enforcement employees, Overtime is based on the FLSA.

**B.** For law enforcement employees, overtime is based on the 207(k) partial exemption to the FLSA.

- 2.03 Overtime Hours.** Overtime should be granted for unusual occurrences or Department requirements only, and shall be pre-approved by the employee's Department Head or supervisor. All overtime shall be initialed by the Department Head or supervisor on the employee's timecard.

- 2.04 Compensatory Time For Non-exempt Employees.** Subject to the Department Head or supervisor's discretion and approval, compensatory time instead of overtime may be allowed for regular full-time non-exempt employees, who work in excess of forty (40) hours in a workweek. Compensatory time should only be granted for unusual occurrences or Department requirements only. The Department Head or supervisor shall approve the earning of compensatory time by signing the employee's timecard. Compensatory time is granted rather than overtime pay at one and one-half (1½) times the hours worked in excess of forty (40) hours per workweek.

- 2.05 Use of Compensatory Time By Non-exempt Employees.**

**A.** The Department Head or supervisor prior to the employee taking the compensatory time shall approve the hours that the employee plans to be absent from work.

**B.** The County may require employees to use compensatory time in accordance with the FLSA.

**C.** Compensatory time will accrue in not less than fifteen (15) minute increments.

- .....
- 409       **D.** Compensatory time may not be used prior to the actual earning of the compensatory time.
- 410       **E.** Compensatory time may be accumulated in an amount not to exceed one hundred hours (100)
- 411           and any hours in excess of one hundred (100) hours shall be paid out. It is the Department
- 412           Head's responsibility to monitor and pay out employees for any excess hours. All
- 413           compensatory time earned shall be used by the December 15<sup>th</sup> or paid out by the last payroll
- 414           period of each year for all employees.
- 415
- 416   **2.06**   An employee who moves from one (1) position to another in the County by transfer, promotion,
- 417           or reassignment shall only transfer two (2) working days of compensatory time to the new
- 418           position. The remaining balance of accumulated compensatory time shall be paid out, by the
- 419           Department from which the employee is moving, at the employee's rate of pay prior to the
- 420           transfer, promotion, or reassignment.
- 421
- 422   **2.07**   **Exempt Employees.** Full-time exempt (salaried) employees are expected to work at least forty
- 423           (40) hours per workweek. Exempt employees may be required to work in excess of forty (40)
- 424           hours in a work week in connection with, among other things, attending regular or special
- 425           meetings, or events, or performing other services outside of regular working hours. In return for
- 426           these services, full-time exempt employees may take time off when the workload of the office
- 427           permits. It is not the intent of this provision to allow time off on an hour for hour basis, which
- 428           means that exempt employees shall take no more than one (1) full day off consecutively for hours
- 429           worked in excess of forty (40) hours for work outside of normal working hours, not to exceed
- 430           four (4) calendar days in a calendar year. All full-time exempt salaried employees shall have their
- 431           benefits calculated based on a forty (40) hour workweek. Under no circumstances will
- 432           compensation be paid for any additional time upon separation, termination, resignation or any
- 433           other departure for any exempt salaried employee. Any violations of this policy shall be reported
- 434           to the Personnel Director for appropriate disciplinary action, up to and including termination.
- 435
- 436           Exceptions to this policy shall include Park Managers of Petenwell and Castle Rock Park, and
- 437           law enforcement exempt employees. Although the intent is not to allow time off on an hour for
- 438           hour basis, additional compensatory time may be granted for hours worked in excess of forty (40)
- 439           hours per work week, at the discretion of the Department Head.
- 440
- 441   **2.08**   **On-Call Pay:** On-call is defined as the availability of a non-exempt staff person to respond to a
- 442           pager or designated cell phone request according to a pre-established schedule and to perform
- 443           required duties outside of normal office hours. Pre-arranged visits are not considered on-call. On-
- 444           call has two functions: (1) carrying the pager – employees serving on-call by carrying a pager
- 445           will be paid - \$1.25 per hour for after-hours availability during week days and \$1.75 for
- 446           availability during weekends and holidays; and (2) responding to an emergency – when
- 447           responding to a call, or handling crisis, employees will be paid their normal rate of pay up to 40
- 448           hours and 1-1/2 times their rate of pay for hours worked beyond their 40-hour work week. This
- 449           benefit does not apply to 'natural emergency' on-call such as salting or plowing operations.
- 450
- 451   **2.09**   **Call-in Pay.** If an employee is called-in and physically reports to work at other than their normal
- 452           time, the employee will receive a minimum of two-hours of pay for such work or pay for the
- 453           actual time worked, whichever is greater. The two-hour minimum will be calculated as hours
- 454           worked for the pay period. For the purposes of calculating call in pay, the two-hour minimum will
- 455           not be stacked if called back within the same two-hour period.
- 456
- 457   **2.10**   **Shift Differential.** If an employee (dispatch/ jail/janitors only) works a regular shift between the
- 458           hours of 6:00 p.m. and 6:00 a.m., the employee shall receive a shift differential of twenty cents
- 459           (\$ .20) per hour.
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**SECTION 3 - TIMECARDS**

- 3.01** Exempt employees under the FLSA will not be required to use the time clock. Exempt employees are required to submit a timecard, with the hours written down indicating the actual hours worked and any paid leaves of absence.
- 3.02** Non-exempt employees are required to use the time clock to record hours worked each day. Each non-exempt employee shall file an accurate timecard listing actual hours worked, vacation, personal day, bereavement, sick time, or any other paid leave of absence used, as required by the FLSA.
- 3.03** If an employee cannot punch his/her card, then the time may be written in and initialed by his/her department head. Employees are prohibited from punching timecards for other employees. Employees who punch time cards for other employees are subject to discipline up to and including discharge. If, by accident, an employee punches another employee's card, than the mistake must be initialed and approved by the Department Head.
- 3.04** Each employee shall sign their timecard verifying that the time documented is accurate and correct. It is the responsibility of the Department Head or his designee to also sign the timecard indicating he has reviewed the information and agrees the employee is paid as provided by the information on the timecard. Timecards for all employees are to be to the Administrative Coordinator/Director of Finance Office prior to 9:00 a.m. on Monday the week payroll is being processed.
- 3.05** Department Heads are required to sign their own timecard verifying that the time documented is accurate and correct. No other signatures will be required of a Department Head's timecard.
- 3.06** Non-exempt employees are not allowed to commence work prior to the established starting time or continue to work beyond the established stopping time, without the prior authorization of their Department Head. Doing so may result in discipline for the employee.
- 3.07** The County utilizes the policy established by the U.S. Department of Labor regarding rounding practices for recording of paid time. Minor differences between clock records and actual hours worked cannot ordinarily be avoided, but major discrepancies should be discouraged since they raise doubt as to the accuracy of the records of hours actually worked. Therefore, pursuant to the rounding practices provision of the FLSA, starting time and stopping time to the nearest quarter hour is permitted. For example, when an employee punches in and commences work eight (8) minutes after their regular starting time, the starting time will be recorded to the nearest quarter hour (i.e. the employee punches in at 8:08 a.m. and is treated as having punched in at 8:15 a.m.). However, an employee who punches in and commences work prior to 8:08 a.m. is treated as having started work at the nearest quarter hour, i.e. 8:00 a.m. The same applies to an employee who works late and punches out at 4:38 p.m. the employee is treated as having worked to the nearest quarter hour, i.e. 4:45 p.m. However, an employee who works until 4:37 p.m. and punches out at that time is treated as having worked until 4:30 p.m. Presumably, this arrangement averages out so that employees are fully compensated for all the time they actually work. For enforcement purposes the rounding rule of computing working time will be accepted, provided that it is used in such a manner that it will not result, over a period of time, in failure to compensate the employees properly for all time the employee has actually worked.



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**SECTION 4 - PAY CHECKS**

**4.01 Pay Schedule.** Employees shall receive payroll, via direct deposit, on every other Friday. If a payday falls on a holiday, **recognized by the Federal Reserve** the employee will receive their payroll on the day prior to the holiday. **(Res. #89- adopted 10-16-12)**

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**CHAPTER FIVE: BENEFITS**

**SECTION 1 - FRINGE BENEFITS**

**1.01** Fringe benefits participation is generally available to employees working an average of eighty five (85) hours or more per month per year. Enrollment forms and coverage information is available in the ACDF office.

**1.02** It is the employee's responsibility to notify the ACDF office of all changes in address, marital status or if there has been a change in a dependents status that may affect any of the benefits offered by the County.

**SECTION 2 - HEALTH INSURANCE**

**2.01** Regular full-time or part-time employees, and seasonal full-time employees, working an average of least eighty five (85) hours per month per year shall be eligible for health insurance coverage. On-call, seasonal part-time and LTE employees are not eligible for health insurance coverage.

- A.** Any employee that participates in the County insurance shall take single insurance if they are the only person covered on the plan, and shall take family insurance if a spouse, dependent or both will be covered under the plan. Insurance coverage shall be effective the first (1<sup>st</sup>) day of the month following one (1) complete month of employment.
- B.** In the event of a layoff, the health insurance can be continued until the end of the month following the month in which the layoff occurs. By law, health insurance will be continued for leaves of absence under the Family and Medical Leave Act.
- C.** Upon the termination of County employment, health insurance coverage for employees with family or single coverage plans will be provided as required by law, under the Consolidated Omnibus Budget Reconciliation Act (COBRA).
- D.** An employee who retires after ten (10) or more years of full-time employment with the County may remain in the group provided the retired employee pays the full premium in advance for the applicable coverage. Coverage for retirees or retirees' spouses who are over sixty five (65) years of age will be offered supplemental coverage designed to supplement federal Medicare benefits. These ages shall be changed to reflect any future amendments to the Federal laws governing the Social Security Administration.
- E.** A spouse of a retired employee shall be eligible, subject to carrier approval and conditions, to purchase health insurance provided to current employees, relative to the unit last employing such retiree, as long as the spouse pays the premiums and any other associated costs so that there is no cost to the County, until the spouse becomes eligible for Medicare. However, should such retiree decease prior to the spouse attaining Medicare eligibility, the spouse shall be permitted the option to purchase County health insurance as required by State and Federal Law.

**SECTION 3 - DENTAL AND VISION INSURANCE**

**3.01** The County offers both dental and vision insurance to employees. This is voluntary coverage and is paid one hundred percent (100%) by the employee. The County shall make no contributions to this coverage. New employees are eligible for enrollment at the start of their employment with the County. Insurance coverage shall be effective the first (1<sup>st</sup>) day of the month following one (1) complete month of employment. Existing employees may add or terminate coverage only during the open enrollment period in December of each year. Notification will be provided to employee of the open enrollment period by payroll check insert.

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#### SECTION 4 - LIFE INSURANCE

- 4.01** All Regular full time employees who are eligible to participate in health insurance are also eligible to participate in the basic group life insurance and accidental death and dismemberment plan sponsored by the County. The County will pay one hundred percent (100%) of the premium for an employee to have a \$5000 life insurance policy. This is available for the employee only, no dependent or spouse coverage is offered on this plan.
- 4.02** The County also has a group life insurance plan available from Employee Trust Funds (ETF) for State and Local Governments pursuant with Chapter 40, Wisconsin Statutes. Once you have been an active member of the Wisconsin Retirement System (WRS) for at least six (6) months, you may enroll in the group life insurance program. There are four (4) coverage options, which include: Basic Plan, Supplemental Plan, Additional Plan, and Spouse and Dependent Plan.
- 4.03** The County offers a traditional whole life insurance plan to employees that work 20 hours or more per week as well as their spouses, dependent children and grandchildren. The plan is offered by a Company selected by the County and the premium is paid 100% by the employee and is offered via a payroll deduction.

#### SECTION 5 - FLEX BENEFITS PLAN

- 5.01** Section 125 of the Internal Revenue Code (IRC), which authorizes Flexible Benefits Plans, allows employees to convert a taxable cash benefit (salary) into non-taxable benefits after they have been employed for thirty (30) days. Employees are eligible to enroll in the flexible benefits plan if they work a minimum of eighty five (85) hours per month per year. Under a Flexible Benefits Plan, an employee may choose to pay for certain qualified expenses before taxes are deducted from his paycheck. The below options are all voluntary and employees do not have to participate in the Flexible Benefits Plan. Employee may participate in none, one (1), two (2), or all three (3) of the plan options available. Any wages contributed to these plans are tax-free. Any wages contributed will decrease and employee's State, Federal and Social Security wages, in return the employee does not have to pay State, Federal, Medicare or FICA taxes on the contributions.
- 5.02** This plan is subject to change according to IRS changes.

#### SECTION 6 - RETIREMENT BENEFITS

- 6.01** **Wisconsin Retirement System (WRS).** An employee's eligibility and coverage in the Wisconsin Retirement System is controlled by the regulations of the Employee Trust Fund and applicable statutes.

#### SECTION 7 - DEFERRED COMPENSATION

- 7.01** Deferred Compensation is a program that permits an employee, through payroll deduction, to defer a portion of his salary on a regular basis that will be invested in a tax deferred retirement savings account. This program is voluntary and the employee pays one hundred percent (100%) of the contributions.

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**SECTION 8 - EMPLOYEE ASSISTANCE PROGRAM (EAP)**

- 8.01** The County recognizes that a wide range of problems not directly associated with an employee's job function can have an impact on an employee's job performance. In many instances the employee will overcome these problems on their own or with supervisory assistance. When this is not the case, the County believes it is in the best interests of the employee, the employee's family and the County to make available a service to deal with the problems of alcohol or drug abuse, personal problems, and marriage or family problems and to assist the employee in resolving the problem.
- 8.02** The decision to seek assistance under the EAP is the responsibility of the individual employee. Department Heads may refer employees to EAP because of job performance problems as part of a recommendation to rectify the problem. In the case of a Department Head, the Personnel Director would make a referral to the EAP.
- 8.03** Employees or their families' participation in the EAP is voluntary. An employee or a family member of an employee who wishes to take advantage of this program should contact the EAP Provider.
- 8.04** Confidential and private handling of an employee's personal information associated with EAP will be honored in accordance with law. No one will be made aware of the employee's participation in the EAP unless authorized in writing by the employee. Private discussions an employee has with the EAP staff will not be disclosed to anyone, except when failure to disclose would likely result in an imminent threat of serious bodily harm to an employee or another person.
- 8.05** Employees referred to and participating in the EAP will be expected to meet existing job performance standards, work policies and work rules. EAP is not a substitute for, nor does it preclude or alter disciplinary action for employee acts, omissions or misconduct occurring before, during or after participation in the EAP program.
- 8.06** This policy does not govern drug or alcohol testing, or follow-up treatment or counseling, required by other programs such as those governing employees holding commercial driver's licenses.

**SECTION 9 - WORKERS' COMPENSATION**

- 9.01** Any employee who is absent from work due to work-related illness or injury, which absence is of sufficient duration to result in payment of Workers' Compensation, shall be paid per Wisconsin State Statutes.

**SECTION 10 - COBRA AND HIPAA COMPLIANCE**

- 10.01** The County shall remain compliant, as required by law, with the Consolidated Omnibus Budget Reconciliation Act (COBRA), and the Health Insurance Portability and Accountability Act (HIPAA).

## CHAPTER SIX: LEAVES OF ABSENCE

### SECTION 1 - VACATION

**1.01** This vacation schedule applies to all non-represented employees.

- Vacation accruals begin on the day of hire for all eligible employees.
- The maximum amount of accrued vacation hours in an employee's bank at any one time may not exceed 200 hours.
- After one full year of employment every full-time employee must use at least five consecutive vacation days each year or one (1) consecutive work week. An exception may be made by the department head.
- Full-time and regular part-time employees shall accrue vacation based on the following schedule:

Years of Service	Vacation accrued per regular work hours
0-6	.0384 hrs
7-12	.0577 hrs
13-19	.0769 hrs
20+	.0962 hrs

- Newly appointed, non-represented employees with seven (7) or more years of qualifying experience may be placed at the 120 hour level. Qualifying experience to be determined by the Personnel Director.

**1.02** The 160 hour rate does not take effect until 13 years of service with Adams County.

**1.03** Vacation time will be accrued and be available for use on a bi-weekly basis. The Department Head as deemed necessary may limit the number of employees on scheduled time off, including denying vacation and or personal days. Vacation may not be taken without prior approval of the Department Head or their designee.

**1.04** An employee who moves from one position to another in the County by transfer, promotion or reassignment shall be credited with accumulated vacation leave in the new position.

**1.05** Employees whose employment terminates as a result of resignation (where such employees have given the employer a minimum of ten (10) working days advance notice of resignation) layoff, death or retirement shall be paid for unused earned vacation. In the case of death of an employee, it shall be paid to the immediate survivor, or if no immediate survivor, to the estate of the employee.

### SECTION 2 - HOLIDAYS AND PERSONAL DAYS

**2.01 Legal Holidays.** Each regular full- time employee shall be granted the following legal holidays off with pay:

- A. New Year's Day
- B. Friday before Easter - Spring Break Holiday
- C. Memorial Day
- D. Independence Day
- E. Labor Day
- F. Thanksgiving Day

- G. Day after Thanksgiving
- H. Christmas Eve
- I. Christmas Day

In lieu of the day after Thanksgiving, those employees assigned to dispatch or the jail shall recognize Easter Sunday as a holiday.

**2.02 Observed Holiday.** If a legal holiday falls on Saturday, or if Christmas Eve falls on a Sunday the preceding Friday is considered the observed holiday. If a legal holiday falls on Sunday, of if Christmas falls on a Saturday the following Monday is considered the observed holiday. Holiday pay shall be paid by the County on the observed holiday when the legal holiday falls on a Saturday or Sunday. Employees who work on an observed holiday shall be paid straight time for hours worked in addition to any holiday pay they are entitled to receive unless the employee qualifies for overtime under FLSA. In order to qualify for holiday pay, the employee must work the last regularly assigned work day before and the first regularly assigned work day after the given holiday, unless off due to an excused absence.

The sheriff's office shall receive holiday pay on the actual date of the legal holiday.

**2.03 Personal Day.** In addition to the holidays listed above, one (1) personal day shall be granted to all employees upon hire. A second (2) personal day shall be granted to those employees who have been employed by the County for at least three (3) years, on January 1st, following the third (3rd) year of employment. Personal day(s) shall be used during the calendar year in which they are earned or they shall be considered waived by the employee. There is no cash payout for the personal day upon termination.

**2.04 Work on Holiday.**

- A. For those departments that are required to schedule employees on the legal holidays in section 2.01, an employee who is scheduled to work on a legal holiday shall be paid 1½ times their rate of pay for hours worked.
- B. For those employees who are called into work on any of the legal holidays in section 2.01, any hours worked on such legal holiday shall be paid at double time.

### SECTION 3 - SICK LEAVE

**3.01 Accumulation.** All full time and part time employees shall earn 0.046154 hours per regular work hours. Total maximum accumulation of sick leave is 864 hours.

**3.02** Sick leave shall be construed as a form of insurance against a loss of income during a short-term illness rather than a free leave. Sick leave does not permit an employee the right to a certain number of days off each year with pay, as does vacation or holiday pay. Accrued sick leave may be used for:

- A. Personal illness
- B. Bodily injuries
- C. Maternity or paternity
- D. Medical, dental, or optical appointments
- E. Attendance for the care of immediate family. Immediate family includes mother, father, spouse, son or daughter, including stepparents and stepchildren, and grandparents.
- F. Leaves shall be taken as provided by the Federal Family and Medical Leave Act and Wisconsin Family Leave Act. Contact the Personnel Director for more information.

**3.03** To use sick leave, employees should give the Department Head three (3) working days advance notice of appointments. Except when emergency conditions prevail, an employee must give notice to their Department Head or supervisor prior to the start of the employee's shift on the first (1<sup>st</sup>) day of absence, if possible to do so. If not possible to give prior notice, then notice shall be given as soon as practical.

**3.04 Eligibility.**

- A.** Sick leave benefits shall begin with the first (1<sup>st</sup>) day of qualifying absence. Sick leave may be used minimum of one-quarter ( $\frac{1}{4}$ ) hour increments of work missed.
- B.** For employees claiming sick leave of more than three (3) days, the County shall require a doctor's certification of the employee's illness.
- C.** Employees may be allowed to use sick leave if they become ill while on vacation. However, a doctor's certificate to support this illness shall be required without request by the County.

**3.05** An employee who moves from one (1) position to another in the County by transfer, promotion, or reassignment shall be credited with accumulated sick leave credits in the new position.

**3.06** Upon layoff, retirement, resignation, or death (providing the retiring or resigning employee has given the County a minimum of ten (10) working days advance notice of such resignation), an employee shall receive, as a severance bonus, fifty percent (50%) of the sick leave accumulation he/she has in cash payout, not to exceed thirty (30) work days. Employees having fifteen (15) or more years of service with the County shall receive as their severance bonus payment of seventy five percent (75%) of the sick leave days he/she has accumulated, not to exceed sixty seven (67) workdays. If an employee fails to give a minimum of ten (10) working days advance notice of resignation, they shall receive no pay out of accrued sick leave.

**SECTION 4 - PERSONAL LEAVE**

**4.01** An Application for Leave of Absence Form for all personal leaves shall be completed and sent to the Personnel Director to be placed in the medical or personnel file.

**4.02** A full-time employee who is to be absent from his employment for any reason not otherwise provided for, must make application for non-paid leave of absence. The Department Head may grant a leave of five (5) consecutive workdays or less without further authorization. The Department Head shall discuss leaves of absence for more than five (5) consecutive workdays with the Personnel Director and the two shall agree on any applications. All leaves of absence shall be without pay under this Section, and shall be granted only after all other paid leave has been used. If a personal emergency occurs during the workday, employees shall make a reasonable attempt to contact their Department Head or supervisor before leaving work. If the Department Head or supervisor is not available, the employee shall notify the Personnel Director.

**4.03** If an employee is in an unpaid status for more than fifteen (15) days, and desires to continue health insurance coverage during the leave, the employee shall pay the premium in advance of the leave to the payroll clerk. There shall be no loss of seniority, but benefits do not accrue during the leave.

**4.04** Any personal leave meeting the requirements of the Wisconsin or Federal Family and Medical Leave Acts shall be counted as family and medical leave time under these statutes.

SECTION 5 - UNEMPLOYMENT COMPENSATION

- 5.01** Employees are eligible for unemployment compensation benefits in accordance with the laws of the State of Wisconsin. All unemployment compensation information shall be provided by the Personnel Director.

SECTION 6 - FAMILY AND MEDICAL LEAVE/MILITARY CAREGIVER LEAVE

- 6.01 Family and Medical Leave.** Family and medical leaves are available to employees as specified in the attached Appendix B. Should the attached policy conflict in any way with the applicable federal and state statutes or regulations, then the statutes or regulations shall control.
- 6.02 Military Caregiver Leave.** Military Caregiver leaves are available to employees as specified in the attached Appendix B. Should the attached policy conflict in any way with the applicable federal and state statutes or regulations, then the statutes or regulations shall control.

SECTION 7 - RETURN TO WORK PROGRAM

- 7.01** The Return to Work Program provides for the early return to work for employees who suffer an illness or injury that prevents them from performing their normal duties. It is in the best interest of both the employee and the County that the return to work be arranged as soon as possible. Prior to the employee returning, the County Job Assessment Form shall be completed by the Department Head and the County Return to Work Form needs to be completed by the employee's attending physician. These forms are available in the Personnel Department and shall be returned to the Personnel Director upon completion. This program offers an employee the opportunity to return to work within their medical restrictions, as identified by the employee's attending physician on the Job Assessment Form. The Personnel Director, along with the employee's Department Head, shall determine work availability. Transitional work assignments will be reviewed within the employee's Department and if nothing is available or appropriate, other Departments may be considered, on a case-by-case basis. The Personnel Director shall coordinate with other Departments to identify projects, tasks and the physical requirements of each that could be performed by the employee.

SECTION 8 - BEREAVEMENT LEAVE

- 8.01** In the event of a death in the immediate family or your spouse's immediate family of a regular full-time or regular part-time employee, such employee will be paid for the time off necessary to make arrangements for the funeral or to attend a funeral as provided in this Section. An employee may be required to furnish verification providing the basis for the leave. All bereavement leave shall be taken within a week of the funeral.
- A.** Five (5) consecutive workdays for employee's spouse, parent or children.
  - B.** Three (3) consecutive workdays for employee's brother, brother-in-law, sister, sister-in-law, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepparent, stepchild, grandparent, grandchild or other members of immediate household.
  - C.** One (1) workday in the event of the death of another near relative, such as an, uncle, great-uncle, aunt, great-aunt, niece, great-niece, nephew, or great-nephew or if the employee is called upon to be pallbearer or to participate in a military funeral.
- 8.02** All employees shall receive one-half ( $\frac{1}{2}$ ) day funeral leave with full pay for the funeral of a fellow employee. "Fellow employee" is defined as someone employed in the same department or office as the person taking funeral leave. Department Heads may permit employees, other than fellow employees of deceased County employee, two (2) hours leave to attend the decedent's



funeral. Department Heads shall not, however; close their offices during such two (2) hour period unless the decedent worked in conjunction with such department or office on a regular basis.

**8.03** Additional bereavement leave may be requested when necessitated by factors such as the location, date and time of the funeral and other facts specific to the deceased and the funeral and/or family arrangements. If additional time is required beyond the times specified above, such additional leave shall be taken and deducted from the employee's accrued vacation, comp time, or floating holiday, depending on the circumstances. Employees should obtain authorization for additional leave in writing from their individual supervisor and/or department head prior to use of the leave. (Res. #107, adopted 12-18-12)

**8.04** The County may require verification of bereavement leave requests. (Res. #107, adopted 12-7-12)

## SECTION 9 - CATASTROPHIC LEAVE

**9.01** An employee is eligible to receive catastrophic leave pursuant to this policy in the event of the death of an immediate family member (defined as spouse, child, stepchild, parent or step-parent) or for serious health conditions of an immediate family member. In an event of an employee's death, the beneficiary may apply for catastrophic leave. To be eligible for the County Catastrophic Leave Program for a serious health condition, the affected employee must also apply and be approved for the Family and Medical Leave Act. In exceptional circumstances an employee may request a waiver of the 1250 hour FMLA requirement for hours worked within the past twelve (12) months.

**9.02** Any County employees may donate a maximum of five (5) sick leave days to eligible employees for catastrophic leave. Eligible employees may receive a maximum of forty (40) days in donations of sick leave per occurrence of catastrophic leave eligibility. Receiving employees should have a proven history of conservative usage of the County's sick leave benefit. The standard of measurement for eligibility will be retention of 40% of total accrued sick leave at the time of the qualifying event. Temporary employees and LTE employees are not eligible for the program.

**9.03** A serious health condition is defined for this Policy to be the same definition as under the Federal Family and Medical Leave Act.

**9.04** Employees who wish to apply for Catastrophic Leave shall complete a Catastrophic Leave Application. Once completed, the form shall be submitted to the Personnel Director for approval with notification to the Department Head. Once approved, the form will be provided to the Administrative Coordinator/Director of Finance Office, which will make a written announcement or solicitation for donations. The announcement shall be placed on all official county bulletin boards for a period of ten (10) workdays.

**9.05** Any employee that wants to donate sick leave must complete a Catastrophic Leave Donation Form. Once completed, the form shall be returned to the Administrative Coordinator/Director of Finance Office. Employee donations of sick leave time must be in whole day increments, cannot exceed five (5) days per donation, and cannot decrease the donor employee's sick leave balance to less than ten (10) days.

**9.06** Donated sick leave transfers will be accepted on a first in, first used basis as determined by receipt of the authorization at the Administrative Coordinator/Director of Finance Office. Forms received after the maximum donations have been received will be returned to the donor with an appropriate explanation.

- 925 **9.07** Donors should be made aware that donated time will be reflected on their official leave balances  
926 during the same pay period is actually credited to the recipient's account.  
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928 **SECTION 10 - MILITARY LEAVE**  
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- 930 **10.01** Military leaves of absence will be handled according to Federal and/or State laws. Employees on  
931 bona fide military leave shall be permitted to utilize accumulated compensatory time for a period  
932 of military training up to a maximum of fourteen (14) days per year. The employee shall provide  
933 a written copy of his military orders to his Department Head and the Personnel Director, who  
934 shall further verify the employee's accrued time status.  
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936 **SECTION 11 - JURY DUTY LEAVE**  
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- 938 **11.01** During any period of jury service, the employee will receive pay from the County equal to his  
939 regular hours of service, not to exceed his normally scheduled hours for the day. All  
940 compensation fees received for jury duty by the employee shall be given to the County Treasurer.  
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942 **SECTION 12 - SUBPOENA LEAVE**  
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- 944 **12.01** An employee is given time off with pay when subpoenaed by the County to appear before a court,  
945 public body or commission in connection with County business. Any witness fees received, less  
946 travel allowance, shall be returned to the County Treasurer.  
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948 **SECTION 13 - DEPARTMENT HEAD TIME OFF**  
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- 950 **13.01** Department Heads who will be out of the area, or are unavailable at their home phone for three  
951 (3) or more days, shall contact the Personnel Director, Chair of their Home Committee and the  
952 Administrative Coordinator/Director of Finance in writing, or by email, to inform them of the  
953 dates the Department Head will be out of the area, the phone number where they can be reached,  
954 cell phone or pager number if available, and the name and phone number of the person  
955 responsible for the Department in their absence.  
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**CHAPTER SEVEN: EMPLOYEE DISCIPLINE AND DISCHARGE**

**SECTION 1 - DISCIPLINE AND DISCHARGE**

**1.01 General Policy.** Employees who violate County rules, regulations, policies and procedures, including, without limitation, those listed in this Manual, or who have unsatisfactory work performance are subject to disciplinary action up to and including discharge from employment. At the sole discretion of the County, various types of employee discipline may be imposed which include oral reprimand, written reprimand, suspension and discharge. None of these disciplinary measures are required to be used before discharge from employment occurs, nor are the listed actions required to be used in any specific order. Nothing in this Manual shall be construed as establishing a “just cause” standard for discipline or discharge of an employee.

**1.02 Actions that may result in Discipline or Discharge.** Listed below are examples of behaviors or actions, which, in the absolute discretion of the County, may result in discipline or discharge. The listing provided below is illustrative, and is not intended to be all-inclusive.

- A. Incompetence or inefficiency in the performance of duties;
- B. Any unlawful manufacturing, distributing, dispensing, possessing, having a blood alcohol concentration of above .00, (absolute sobriety) or with a detectable amount of restricted control substance in the workplace. This Policy, however; does not prohibit an employee from ingesting a legally obtained prescription drug that was legally issued to the employee or if authorized by the Department Head for undercover work;
- C. Insubordination or failure to perform duties as instructed;
- D. Willful and intentional refusal to perform work assignment, or to follow orders of supervisor;
- E. Arguing, verbal abuse or assault of any person;
- F. Intentionally fail or refuse to perform a known mandatory, non-discretionary, administrative duty of his office or employment within the time or in the manner required by law;
- G. Perform an act which he knows is in excess of his lawful authority or which he knows is forbidden by law to do in his official capacity;
- H. Whether by act of commission or omission, exercise a discretionary power in a manner inconsistent with the duties of his office or employment or the rights of others and with intent to obtain a dishonest advantage for himself or another;
- I. Make an entry in an account or record book or return, certificate, report or statement of which in a material respect, he intentionally falsifies;
- J. Carelessness and negligence in the handling or control of County property or theft or the unauthorized appropriation of property for their own use;
- K. Careless or sloppy work resulting in poor quality, or concealing defective work;
- L. Use of offensive or abusive language, discourteous, insulting, abusive or inflammatory conduct toward any person;
- M. Tardy or absent from work without permission or proper notification;
- N. Unauthorized absences;
- O. Abuse of sick leave privileges;
- P. Soliciting, accepting or offering bribes as prohibited;
- Q. Willful falsification of a timecard or records;
- R. Sleeping during working hours;
- S. Leaving job without permission;
- T. Violation of any of the policies or procedures in this Manual or any other County or departmental policies, rules, regulations or standards;
- U. Engaging in illegal discrimination of the public, employer or fellow employee;
- V. Engaging in harassment;
- W. Unauthorized release of information required to be kept confidential by Federal Law, Wisconsin Statutes, Administrative Rules or Regulations, or by County Policy;

- 1011       X. If an employee is a caregiver whose employment is covered by Federal or State Law, or  
1012       Department of Health and Family Services Rules and required by §48.685 and §50.065,  
1013       Wisconsin Statutes, then conviction of a serious crime as defined under those laws, will be a  
1014       violation of County policies;  
1015       Y. Determination made that the employee has abused or neglected a client or child or to have  
1016       misappropriated a client's property delineated by Federal Law, Wisconsin Law, or  
1017       Department of Health and Family Services Rules and as required by §48.685 and 50.065,  
1018       Wisconsin Statutes;  
1019       Z. Gambling on County property;  
1020       AA. Unavailability for work because of incarceration;  
1021       BB. Fighting or creating a disturbance among co-workers;  
1022       CC. Making false or malicious statements with the intent to harm or destroy the reputation,  
1023       authority or official standing of an individual or organization;  
1024       DD. Violation of the County's ethics ordinance;  
1025       EE. Employee dishonesty including, without limitation, the provision of false or incomplete  
1026       information in connection with the individual's employment with the County; or  
1027       FF. Engaging in misconduct in public office.

## SECTION 2 – RESIGNATIONS & TERMINATIONS

### 2.01 Resignation Notice.

- 1033       A. Employees wishing to resign in good standing shall give written notice to the Department  
1034       Head not less than ten (10) business days before such resignation shall be effective. The  
1035       Department Head shall provide written notice of the resignation to the Personnel Director.  
1036       When a resignation notice is received, it shall be accepted by the Department Head and shall  
1037       be final unless reversed by the Department Head and the Personnel Director.  
1038  
1039       B. Department Heads, supervisors, managers, and professional employees shall give thirty (30)  
1040       calendar days written resignation notice to the Personnel Director, with a copy to the  
1041       Administrative Coordinator/Director of Finance and the Home Committee Chair. When a  
1042       resignation notice is received it shall be accepted by the Personnel Director and shall be final  
1043       unless reversed by the Home Committee Chair.  
1044  
1045       C. Failure to give the minimum notice of resignation listed above shall cause forfeiture of fringe  
1046       benefits otherwise available to the employee including, but not limited to, accrued vacation,  
1047       sick leave and floating holidays. If proper notice is given, resignation pay consisting of all  
1048       accrued vacation and eligible sick leave will be included in the last check of the employee.  
1049       Unauthorized absence of an employee for three (3) consecutive workdays may be considered  
1050       a resignation of such employee.

- 1052       2.02 **Payout.** Employees who resign, retire, or are discharged shall be paid in full by no later than the  
1053       date on which the employee regularly would have been paid under the County's established  
1054       payroll schedule. In case of the death of an employee, the full amount of wages due shall be paid  
1055       to the spouse, children, or other dependent living with such employee at the time of the death.

- 1057       2.03 **Return of County Property.** Employees leaving County employment shall return all  
1058       identification card, keys to all County property, all materials and equipment that belongs to the  
1059       County to the Department Head on or before the last day of work. Failure to return County  
1060       property may result in prosecution. Any employees transferring from one (1) County Department  
1061       to another shall return all keys, material, and equipment to the Department Head prior to  
1062       beginning the new position.

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**SECTION 3 - GRIEVANCE PROCEDURE**

**3.01 Grievance Procedure.** The County has adopted a grievance procedure in accordance with §Wis. Stat. 66.0509(1m) which allows eligible employees to grieve covered employee terminations, discipline and workplace safety. The grievance procedure outlines the actions which may be grieved, the employees who are eligible to utilize the grievance procedure and the procedures and process for resolving grievances. The Grievance Procedure is set forth as Appendix C to this Manual. If you have questions regarding the grievance procedure, please contact the Administrative Coordinator.

**SECTION 4 - LAYOFFS**

**4.01 Layoffs.** Employees may be laid off by action of the Department Head in conjunction with the Home Committee.

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**CHAPTER EIGHT: EXPENSE POLICIES**

**SECTION 1 - CONVENTIONS, SEMINARS, TRAINING & TOUR REIMBURSEMENT**

**1.01 Approval.** Elected Officials, Department Heads and staff personnel may attend conventions, seminars, training and tours, provided it is related to the individual's job, and is approved in the department's budget.

**1.02 Out-of-State.** All out of state travel and related expenses shall be authorized by resolution of the County Board.

**1.03 Reimbursement for Expenses.** The County will reimburse employees for expenses incurred for approved travel, conventions, seminars, training and tours. Employees shall be reimbursed in the monthly check processing. Employees shall receive approval, from their Department Head, prior to attending any convention, seminar, training or tour. The Department Head shall only approve an employee to go to a convention, seminar, training or tour if funds are available in the budget. In order to receive reimbursement, you must submit the original receipts and appropriate forms within 30 days of the date of the expense. Reimbursed expenses may be taxable under IRS regulations.

**A. Lodging.** Approved lodging should be reserved in the name of Adams County by use of a credit card available from the Administrative Coordinator/Director of Finance may be used to reserve a room. Employees shall pay the difference between single and double rates if lodging is shared with a non-county employee.

**B. Mileage.** Employees who drive for County business shall hold a valid driver's license. Authorized use of an employee's automobile for County business shall be reimbursed at the rate set by the Internal Revenue Service. The employee shall use the most direct route possible. Distance shall be computed from the employee's primary residence or work location, as circumstances warrant. In order to receive mileage reimbursement, it will be necessary to provide the Administrative Coordinator/Director of Finance with a Certificate of Insurance, or a copy of the declaration page, indicating the amounts of coverage for liability and an expiration date of the policy. The minimum limits of coverage the employee shall have are:

\$100,000 per person  
\$300,000 per accident Bodily Injury  
\$ 50,000 per accident Property Damage, or  
\$300,000 Combined Single Limit

Employees are required to have this coverage as a minimum amount whether or not mileage reimbursement is requested. Failure to comply with these amounts will result in the employee not being authorized to drive for the County, and may result in discipline, up to and including discharge, for failure to perform assigned duties.

This shall be done at the start of employment with the County and at the time of renewal of the policy. An alternative is to obtain a Certificate of Insurance or a document from your insurance agent which names Adams County as the certificate holder and indicates the agent will contact the certificate holder if the insurance is canceled, this will be regarded as continuous coverage and will not require proof of renewal.

1. If a Department has a vehicle, or vehicles, and an employee attends a training or seminar, that vehicle should be used if available, rather than using a personal vehicle and charging

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- 1133                    mileage. Departments that do not own vehicles should check with Department's that do  
1134                    to see if one can be used, rather than using a personal vehicle and charging mileage.  
1135                    2. No employee may claim mileage to his work place if it is the first (1<sup>st</sup>) stop of the day, or  
1136                    from his work place if it is the last stop of the day.  
1137                    3. For trips that commence and terminate during non-business hours, the actual point of  
1138                    origin shall be used to compute mileage.  
1139                    4. The County shall make no reimbursement, other than the per mile reimbursement  
1140                    specified above, to employees who use their private vehicles in the conduct of County  
1141                    business.  
1142                    5. If traveling by bus or other means of transportation, the appropriate fare will be paid by  
1143                    the County.  
1144

1145                    **C. Meals.** Employees will be reimbursed a maximum of \$35.00 per day if

- 1146  
1147                    1. The employee is attending an approved convention or seminar out of the County.  
1148                    2. Meal reimbursement shall be as follows:  
1149                        a) It will be necessary to have a receipt for meals. No reimbursement shall be made for  
1150                        the cost of alcoholic beverages.  
1151                    3. Per IRS regulations, reimbursement for meals is taxable income, unless the meal is a  
1152                    result of the employee traveling away from home overnight or that travel is long enough  
1153                    that they require substantial "sleep or rest". (Res. #107, adopted 12-18-12)  
1154

1155                    **D. Parking.** Reasonable and necessary parking fees will be reimbursed when an employee is  
1156                    required to travel. If possible, a receipt shall accompany the request for payment.  
1157

1158                    **E. Advance Payment.** The County will pay in advance for registration if attendance is approved  
1159                    as provided in this Section.  
1160

1161                    **F. Approval.** Department Heads shall sign and approve all expense vouchers of their employees  
1162                    prior to submitting the voucher to the Administrative Coordinator/ Director of Finance's  
1163                    Office. Expense vouchers shall include only expenses incurred prior to the end of the  
1164                    preceding month and shall be submitted monthly.  
1165

1166                    **G. Telephone Calls While Attending Overnight Meetings.** Employees shall be reimbursed for  
1167                    phone calls made, while attending overnight meetings, which pertain to County business.  
1168                    Personal phone calls shall not be reimbursed.  
1169

1170                    **H. Registration.** If a request for a registration check is not submitted timely to the  
1171                    Administrative Coordinator/ Director of Finance's Office, the employee shall pay the cost of  
1172                    the registration and include that cost in the expense reimbursement request for the next  
1173                    monthly check run.  
1174

1175                    **I. Transportation.**

- 1176  
1177                    1. **Air Travel.** Travel by plane shall be at coach rate and airline tickets shall be purchased in  
1178                    advance so as to achieve the lowest possible fare. If air travel will require additional  
1179                    nights of lodging and additional meals, these extra expenses and the value of lost work  
1180                    time shall be weighed against the airfare and the most economical choice shall be made.  
1181                    A receipt shall accompany the request for payment.  
1182                    2. **Auto Rental.** Only the reasonable cost of compact or subcompact models is  
1183                    reimbursable, unless prior approval is obtained from the Administrative  
1184                    Coordinator/Director of Finance. A receipt shall accompany the request for payment.  
1185

- 1186 **1.04 Membership in State or National Organizations.** Memberships to local, state or national  
1187 organizations may be reimbursed by the County provided it is required for the employee's  
1188 position, or if it provides a benefit to the County, provided that it is budgeted.  
1189 **1.05 Professional Licensure Fee.** Fees for Professional Licensures may be reimbursed by the County  
1190 provided it is required for the employee's position, or if it provides a benefit to the County,  
1191 provided that it is budgeted. This shall include the cost of becoming and maintaining a Notary  
1192 Public for County business.

## 1194 SECTION 2 - COUNTY CELL PHONE ISSUANCE

- 1196 **2.01** The County may issue a cell phone to an employee under certain circumstances when regular  
1197 business travel or excessive use of a personal cell phone is used for County business. ~~The~~  
1198 ~~Administrative & Finance Committee shall approve all requests for County cell phones.~~ (Res.  
1199 #68 adopted 4/15/14)  
1200  
1201 **2.02** ~~Once approved, the MIS Director shall obtain and issue a cell phone to the employee.~~ (Res. #68  
1202 adopted 4/15/14)  
1203  
1204 **2.03** Employees shall limit the use of their County cell phone to County business.

## 1206 SECTION 3 – PAYMENT OF PERSONAL PROTECTIVE EQUIPMENT

- 1208 **3.01** Your department per the safety policy (4.07) will be responsible for issuance of standard  
1209 personal protective equipment (PPE) as required by job classification and OSHA. The standard  
1210 issue will be through a vendor that will provide quality, uniformity, and cost effectiveness. The  
1211 County will not pay for upgraded or personalized PPE requested by an employee.  
1212  
1213 **3.02** The County will pay for replacement of PPE due to normal wear and tear or damaged  
1214 equipment while performing their normal job duties. It must be reported to the department  
1215 head as soon as possible. The item that is being replaced shall be exchanged. The employee  
1216 will be held responsible for the replacement of PPE when it is lost or the employee shows up to  
1217 work without the required PPE to perform the job.  
1218  
1219 **3.03** Any employee intentionally damaging PPE will be dealt with according to the disciplinary  
1220 procedures.

## 1222 SECTION 4- TOOLS AND TOOL REPLACEMENT PROCEDURES

- 1224 **4.01 Tool Issue.** Department Heads will authorize or reject tool order request(s) based on job  
1225 classification. The Department Head will utilize a vendor that provides quality, uniformity, and  
1226 cost effectiveness.  
1227  
1228 **4.02 Inventory.** Each employee will provide a list of tools in their possession to their Department  
1229 Head. This list will be kept on file the respective department and may be subject to verification by  
1230 the Department Head. Lists of tools shall be reviewed and updated the first week of January each  
1231 year or more often if deemed necessary by the Department Head.  
1232  
1233 **4.03 Tool Replacement.** Replacements for broken or worn-out tools or equipment will be handled by  
1234 your Department Head. All tools must be turned in prior to replacement.  
1235  
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**CHAPTER NINE: INFORMATION MANAGEMENT & TELECOMMUNICATIONS**

**1.01 General.** The guidelines and prohibitions established in this policy are meant to protect Adams County's computer equipment, software, and data from damage caused by the unauthorized use of the County's computers and networks by County employees or unauthorized access by third parties to the County's computers and networks. This policy is also intended to protect County employees from harm that may result from the improper use of the County's computers and networks by other employees or unauthorized third parties.

**2.01 Security.**

- A.** All user passwords will be required to be changed every 90 days.
- B.** Passwords must not be accessible to any other users other than a Department Head. Each user is solely responsible for all computer transactions, such as internet use, emails and file access, which take place using their username & password. Users are prohibited from sharing access to their computer or password with anyone other than the Department Head.
- C.** Users must notify MIS immediately if they feel their password or account has been compromised.
- D.** Users are responsible to manage their files by storing them in the correct location based on security requirements.

**3.01 Personal Use Of Computer System.** Incidental and occasional personal use of the Internet or the corporate e-mail system is permitted, subject to the restrictions contained in this policy or any related departmental policy. Any personal use of internet or e-mail is expected to be on the employee's own time and is not to interfere with the person's job responsibilities. Personal use of these systems must not detrimentally affect the job responsibilities of other employees, disrupt the system and/or harm the County's reputation.

**4.01 No Right Of Privacy.** Employees have no right of privacy when using the County's computer system, including all e-mail activity and internet use. Adams County reserves and intends to exercise the right to monitor, review, audit, access and disclose any and all files created on any county computer. Passwords are not an indicator of personal privacy from employer monitoring. Adams County's failure to monitor in particular situations is not a waiver of the Counties right to monitor in the future.

**5.01 Prohibited Conduct.** County employees are responsible for preserving the integrity of Adams County's computer network and computer systems and agree not to interfere with or disrupt the County's computer network, other network users, services, programs, software, or equipment. "Interference or disruption with the Adams County network", other network users, services software or equipment includes, but are not limited to the following:

1. Allowing unauthorized users to use County equipment;
2. The use of the County system and/or networks to gain unauthorized access to remote systems;
3. Use of the County system to copy and/or distribute unauthorized system files or copyrighted material, such as third-party software, pictures, documents;
4. Intentional attempts to "crash" the County computers or computer networks systems or program, attempting to secure unauthorized higher level privileges on the networked systems;

- 1289 5. The willful or negligent introduction of computer viruses or destructive programs that could  
1290 adversely affect the County computers or networks;  
1291  
1292 6. Sharing User ID's and password information with any other person. If a County employee  
1293 does share his or her User ID and password with another person, the employee shall be solely  
1294 responsible for the actions that other person has appropriated and discipline may occur;  
1295  
1296 7. Deleting, examining, or modifying files or work product belonging to other users without  
1297 their prior consent; or  
1298  
1299 8. Using the computers or computer networks or any of its authorized software for personal gain  
1300 or solicitation, to harass or threaten others; to send junk mail or "for-profit" messages.  
1301

1302 It is also against Adams County policy for an employee to engage in the following conduct on the  
1303 County computers or networks:  
1304

- 1305 1. To use the computers or networks for unlawful activities;  
1306  
1307 2. To use abusive or obscene language in any messages transmitted on the computers or  
1308 networks, including any internal or external Email messages, sexually explicit messages,  
1309 cartoons, ethnic or racial slurs, Internet communications, or other transmissions that could be  
1310 construed as the harassment or disparagement of others;  
1311  
1312 3. To engage in behavior on the computers or networks that is inappropriate, including  
1313 pornography or any other inappropriate web surfing;  
1314  
1315 4. To engage in behavior on the computers or networks that is prohibited under the County  
1316 Personnel Policies, including but not limited to, harassment, workplace violence, etc.; or  
1317  
1318 5. To engage in any other conduct that could cause congestion and disruption of the County's  
1319 computers or networks and systems.  
1320

1321 Many County policies apply to the use of electronic and telephonic communication systems,  
1322 including those concerning courtesy, harassment, reporting absences, and solicitation. The  
1323 County reserves the right to revise or expand its definitions of prohibited communications and  
1324 place additional restrictions on Email/Internet usage at any time. Employees who fail to comply  
1325 with the computer use policy or other County policies may be subject to disciplinary action, up to  
1326 and including, termination of employment.  
1327

1328 **6.01 Etiquette.** All e-mails should be written in a professional and respectful manner. Users of e-mail  
1329 systems shall not send email messages that contain profanity, obscenity, defamatory or abusive  
1330 language.  
1331  
1332

CHAPTER TEN: GENERAL ADMINISTRATIVE AND DEPARTMENT POLICIES

SECTION 1 - PARKING POLICY

- 1.01** The first row of parking closest to any County building or facility shall not be utilized by County employees during normal hours of operation.
- 1.02** Parking for disabled individuals is generally available at all facilities pursuant to Wis. Statutes 346.503. Employees with special parking needs must request accommodation from the Administrative/Coordinator/Director of Finance.

SECTION 2 – TOBACCO USE

- 2.01 Smoking.** There shall be no use of tobacco products allowed in any enclosed County buildings/facilities, County owned or leased property or County vehicles per Ordinance 3-2009.
- 2.02 Exceptions.** See Ordinance 3-2009.

SECTION 3 - VEHICLE POLICY

- 3.01** Drivers and operators of County vehicles and equipment shall be properly trained and licensed.
- 3.02** Employees are not permitted to use County vehicles for a personal purpose. The only exceptions to this rule are incidental stops. Examples are stops at a restaurant for a meal, an Automatic Teller Machine (ATM) or financial institution, urgent care or emergency room or a gas station or convenience store.
- 3.03** Unauthorized personal use of County vehicles is prohibited conduct. Department Heads shall monitor employee's use of County vehicles to ensure all vehicles are utilized for authorized official County purposes only. No County vehicle, except those designated by Department Policy shall be driven to an employee's home after or during work hours.
- 3.04** No one other than County employees shall be allowed to operate a County vehicle.
- 3.05** The County's Vehicle Policy applies to volunteers conducting sanctioned business on behalf of the County as approved by the Department Head.
- 3.06** Misuse of County vehicles shall be reported to the Department Head and if necessary, the Administrative Coordinator/Director of Finance for appropriate action.
- 3.07 Operator Licensing.** Operators of County-owned vehicles or recipients of any form of vehicle or mileage reimbursement or allowance shall possess a valid Wisconsin Driver's License.
- A.** Operators of vehicles or equipment requiring a special class license shall possess a license prior to operation of such vehicle or equipment.
- B.** Employees who regularly operate a County vehicle shall report to the Personnel Director, through their supervisor, any suspension, revocation or restriction of their driver's license within ten (10) business days.
- C.** Current employees in employee classifications that require the ability to obtain a valid driver's license will have their driving records verified through the Department of Motor Vehicles (DMV). A current copy of driving records may be filed with the employee's records. An employee negatively affected by this record shall be afforded an opportunity to

- 1385 present evidence showing the record is erroneous, or that there were mitigating circumstances  
1386 surrounding the negative elements of the report.
- 1387 **D.** Use of a County vehicle by an employee shall be reviewed by the Personnel Director as  
1388 required by any Federal or State Safety Regulation or Law or as otherwise deemed necessary  
1389 by the Personnel Director in his or her discretion.
- 1390
- 1391 **3.08 Safety.** Employees shall operate vehicles and equipment in compliance with the traffic laws,  
1392 operator licensing requirements, vehicle dimensions and weight limits, and vehicle equipment  
1393 requirements of the Wisconsin Statutes.
- 1394
- 1395 **A.** Operators and passengers of County vehicles and equipment shall wear seat belts at all times  
1396 unless exempt by law.
- 1397 **B.** Operators of County vehicles and equipment shall exercise every reasonable caution and care  
1398 while operating County vehicles and equipment.
- 1399 **C. Illegal Drugs.** Driving any County vehicle or operating any County equipment, with a  
1400 detectible amount of a restricted controlled substance or in the possession of any illegal drug,  
1401 except for the transportation of such drugs that have been confiscated as evidence, is strictly  
1402 prohibited. Violation of this Policy subjects the individual to disciplinary action, up to and  
1403 including discharge.
- 1404 **D. Alcoholic Beverages.** No person shall operate County vehicles or equipment with a blood  
1405 alcohol concentration above .00 (absolute sobriety). County vehicles shall not be used to  
1406 transport alcoholic beverages under any circumstances, except for the transportation of such  
1407 beverages that have been confiscated as evidence, or used in intoxication detection training  
1408 conducted by law enforcement personnel. Violation of this Policy subjects the individual to  
1409 disciplinary action, up to and including discharge.
- 1410 **E. Smoking.** Smoking is prohibited in all County owned or leased vehicles and equipment.
- 1411 **F. Prescription Drugs.** No person shall operate vehicles or equipment if taking prescription  
1412 medications that impair or impede their ability to operate a vehicle safely. Employees taking  
1413 prescription drugs that may impact their ability to safely operate a vehicle and/or equipment  
1414 should immediately notify their manager and/or supervisor.
- 1415
- 1416 **3.09 Vehicle Operations.**
- 1417
- 1418 **A.** Any operator shall be responsible for reporting any and all vehicle and equipment mechanical  
1419 problems to the Department Head as soon as possible. All accidents involving County vehicles or  
1420 on County time, shall be reported to the Administrative Coordinator/Director of Finance as soon  
1421 as possible. Users shall also be responsible for following the Department Policies for scheduled  
1422 service when notified of service due.
- 1423 **B.** Vehicle operators shall be responsible for fueling vehicles.
- 1424 **C.** County vehicle and equipment operators shall be responsible for checking oil and water levels,  
1425 tire pressure, and condition while fueling, or not less than once per month.
- 1426 **D.** Operators shall maintain the cleanliness of vehicles.
- 1427 **E.** No modifications are allowed to County vehicles unless approved by the Department Head.
- 1428

## 1429 SECTION 4 – SOLICITATION POLICY

- 1430
- 1431 **4.01** Adams County maintains a business atmosphere in all operations and facilities, and as such,  
1432 solicitation and distribution activities on County premises by employees and non-County  
1433 employees may unduly interfere with the normal operations of the County, may interfere with  
1434 efficiency, may be personally annoying, and may pose a threat to security.
- 1435
- 1436 **4.02** Vendors of any kind are not allowed to solicit Adams County employees to purchase goods and  
1437 services for their personal use during working hours on County property.

**4.03** Persons who are not employed by the County are prohibited from soliciting funds or signature, conducting membership drives, posting, distributing literature or gifts, or engaging in any other forms of solicitation of County employees on County property.

**4.04** There are non-solicitation notices at each building entrance. If a vendor attempts to solicit employees, the Department Head shall show the vendor a copy of this policy and direct any questions to the Administrative Coordinator/Director of Finance Office.

**4.05** Adams County recognizes that employees may have interests in events and organizations outside and occasionally within the workplace. Employees may discuss these interests during their breaks and unpaid lunch hours, but may not solicit or distribute literature concerning these activities during scheduled work time.

**4.06** Adams County, as a community partner, does authorize employee participation in the following activities:

- American Red Cross
- Angel Tree
- Coats for Kids
- Holiday Tree
- Humane Society
- Project Lifesaver
- Relay for Life
- Salvation Army
- Scholarship Fund
- Stuff the Bus
- United Way

Employees involved in these activities shall participate in them outside of scheduled work hours unless expressly authorized by their Department Head. Any scheduled work time incurred in these activities must be recorded.

**4.07** The posting of written solicitations on County bulletin boards is also restricted to events sponsored by non-profit organizations. Further, employees shall not use the Adams County e-mail to solicit fundraisers, ticket sales or other charitable activities, unless prior approval is granted by the Administrative Coordinator/Director of Finance.

## SECTION 5 – PERSONAL CELL PHONE USE

**5.01** An employee may use their personal cell phone in case of emergency, to conduct their personal business while on break, lunch, before work hours or after work hours. Cell phones should have the ring tone turned off as not to disrupt work during business hours. Due to potential liability risks, employees who are driving county vehicles and conducting county business shall not use their personal cell phone while driving, unless required as part of their job duties. When it is necessary to make or accept a phone call while driving the employee shall make every effort to safely pull off the roadway until the phone business is concluded. Per Wis. Statutes-employees are prohibited from texting while operating a vehicle for county business.

## CHAPTER ELEVEN: SAFETY POLICIES

### SECTION 1 - SECURITY

- 1.01** No employee shall permit anyone in the Courthouse before 7:30 a.m. or after 4:45 p.m., unless they know the person and are doing business with them. Exceptions to this will be when the Courthouse is opened by the Maintenance Department for County Board meetings or other County related meetings in the Courthouse. The security hours may vary for other County Offices not located in the Courthouse, depending on the hours of work for certain offices. Each Department shall have an established policy for the hours in which their building and office shall be open and it shall be communicated with all employees in the Department.

### SECTION 2 - NOTICE OF INJURY

- 2.01 Reporting an Injury.** The immediate concern is to ensure that the employee or volunteer receives immediate medical attention as needed. An employee shall immediately report to his Department Head or immediate supervisor any injury, whether medical attention is required or not, that allegedly incurred while in the course of his employment. An employee's failure to report an accident within twenty-four (24) hours of the injury shall result in disciplinary action. This section shall also apply to all County volunteers. Failure to comply with the policy by a volunteer of the County may result in the volunteer not being allowed to perform volunteer duties on behalf of the County any longer.

**2.02 If non-emergency medical treatment is required.**

- A.** If non-emergency medical treatment is required on the day of injury or suspected at a later time, provide the injured employee with the following materials:
1. Job Assessment Form - to be completed by the Department Head.
  2. Return to Work Form - to be completed by the attending physician.
- B.** Also instruct the employee to:
1. Inform the attending physician that transitional duty work may be available.
  2. Provide the forms to his physician at the time of treatment.
  3. Advise that all questions regarding traditional duty work assignments should be directed to the Personnel Director.
  4. Obtain a completed Return to Work Form from the physician at the time of exam.
  5. Failure to report to work or contact a manager within twenty-four (24) hours following medical treatment may result in disciplinary action.

### SECTION 3 - WORKPLACE VIOLENCE POLICY

- 3.01 Purpose.** The County does not tolerate acts of workplace violence committed by or against employees and strictly prohibits employees from making threats or engaging in violent acts. This is a Zero-Tolerance Policy, meaning that the County will discipline, up to and including discharge, any employee found to have violated this Policy.

**3.02 Prohibited Conduct.** Prohibited conduct includes, but is not limited to:

- A.** Injuring another person physically.
- B.** Engaging in behavior that creates a reasonable fear of injury in another person.

- C. Engaging in behavior that subjects another individual to extreme emotional distress.
- D. Possessing or using a weapon while on County premises or engaged in County business, except Law Enforcement Officers while acting in an official capacity.
- E. Brandishing a weapon while on County premises or engaged in County business.
- F. Damaging property intentionally.
- G. Threatening to injure an individual or damage property.
- H. Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

**3.03 Enforcement.** All acts of violence, harassment, or threats committed on County premises must immediately be reported to the Personnel Director's Office and the Sheriff's Department. All employees who commit violent acts or who otherwise violate this Policy are subject to corrective action or discipline, up to and including discharge. The County will seek the prosecution of all who engage in violence on its premises or against its employees while they are engaged in County business.

## SECTION 4 – WORKPLACE SAFETY

**4.01 General.** It is the intent of Adams County to provide a safe environment for employees and to properly manage any conditions, hazards or incidents that do develop so as to minimize injury and other forms of loss. In order for Adams County to achieve its goals, it has developed a workplace safety policy outlining the procedures regarding employee health and safety. Each and every employee must become familiar with the policy, follow and enforce safety practices and procedures, and become an active participant in this workplace safety program. While management and the Adams County Safety Committee (Safety Committee) will be responsible for developing, organizing and implementing this policy, the policy's success will depend on the involvement of each employee. The County looks forward to your cooperation and participation.

**4.02 Safety Committee.** Adams County has appointed a Safety Committee to address safety issues and oversee the County's workplace safety program. The Safety Committee consists of a County Board supervisor and two qualified individuals who may or may not be County employees. Department heads, supervisors, volunteers, special advisors, insurance professionals, employees and other qualified individuals may be invited to attend Safety Committee meetings or address and provide consultation on safety issues that arise in the County.

**4.03 County Compliance With Chapter Comm 32.** The County will comply with all applicable standards of Chapter Comm 32 of the Wisconsin Administrative Code.

### **4.04 General Safety Rules.**

In addition to those safety rules referenced in this Manual, the following general safety rules apply to all employees of the County:

- Employees will exercise caution and observe all safety laws, regulations, rules and practices applicable to their positions and the operation of tools and equipment in their positions.
- Employees will participate in, and comply with, the County's Safety and Health Program.
- Any employee acting in a supervisory capacity shall require all employees under their supervision to comply with all applicable safety laws, regulations, rules and practices.
- All employees shall use reasonable precautions in the performance of their duties and act in such a manner as to assure maximum safety to themselves, their fellow employees and the public.
- All employees shall familiarize themselves with the safety laws, regulations and rules applicable to their jobs and shall consult with their supervisor on any safety law, regulation or

- rule or practice not understood, or whenever work conditions present unforeseen hazards.
- No employee shall remove or make ineffective any safeguard, safety device or safety appliance except for the purpose of replacement, repair or adjustment.
  - Employees shall keep their work areas clean, orderly and, to the extent possible, free from all recognized safety hazards.
  - All employees shall work in appropriate clothing, including footwear, suitable for the type of work being performed and shall wear or use appropriate safety devices or personal protective equipment as necessary, provided, or directed.
- Individual departments may adopt any safety rules that address particular operations or hazards that exist within that department and which are not inconsistent with the general safety rules listed above.
- 4.05 Reporting Unsafe Conditions Or Hazards.** It is the responsibility of every employee who has knowledge of any unsafe condition or hazard to immediately report such condition or hazard to their immediate supervisor and/or the department head. Unsafe conditions and hazards may also be reported to the Safety Committee. Employees are encouraged to first report an unsafe condition or hazard to their immediate supervisor or department head for resolution before referring the issue to the Safety Committee. Any report to the Safety Committee must be in writing on the County's Unsafe Condition or Hazard Report form.
- 4.06 Safety and Health Program.** The County will maintain a safety and health program in accordance with Chapter Comm 32 of the Wisconsin Administrative Code that describes the procedures, methods, processes and practices used to manage workplace safety and health in the County. The elements of the program include hazard identification and assessment, hazard prevention and control, and information and training. The Safety Committee shall be responsible for overseeing the County's safety and health program.
- 4.07 Responsibilities of Supervisors and Department Heads.** Supervisors and/or department heads are held to the same safety and health standards to work safely and to prevent injuries and property damage as all other employees of the County. In addition, the responsibilities of supervisors and department heads include, without limitation, the following:
- Coordinate accident prevention as it applies to all areas of the safety and health program.
  - Monitor work conditions, practices and methods to prevent safety violations.
  - Correct as needed and instruct employees concerning safety laws, rules, regulations and practices.
  - Comply with Personal Protective Equipment (PPE) standards as required by the Occupational Safety and Health Administration (OSHA).
  - Exceptions to the rule as defined by the OSHA Standard include, but are not limited to:
    - Safety footwear
    - Logging boots
    - Job Specific uniforms
    - Ordinary weather-related gear
    - Prescriptive safety glasses
- 4.08 Disciplinary Action For Safety Related Issues And Violations.** The following violations are offenses which could result in discipline up to and including discharge from employment. The decision as to what level of disciplinary action will be taken rests solely with the County and will be made on a case-by-case basis. Nothing in this policy is to be construed as establishing a "just cause" standard for discipline for employees or as modifying the employment at will relationship. The listing below is intended to be illustrative and is not intended to be all inclusive:



. . . . .

- **Drugs and Alcohol.** Employees who report to work when physically, mentally or emotionally impaired as a result of the use of drugs or alcohol or become so impaired while at work, whether or not their condition results in personal injury and/or damage to property.
- **Violation Of Safety Rules And Regulations.** Employees who violate any of the safety rules or requirements outlined in this safety policy or any safety rules or regulations adopted by individual departments.
- **Hazardous Acts.** Employees who knowingly circumvent safety procedures, or violate safety rules or practices.
- **Medical Information.** Failure to provide appropriate medical information and required forms.
- **Negligent Conduct.** Failure to use reasonable care in performance of work-related duties which may result in injury or property damage.
- **Irresponsible Actions.** Behavior which creates risk of harm or actual harm to another person or the business, damage to County property or to the property of others while on County time or on the premises. This includes, but is not limited to: reckless use of County equipment, assault or attempted physical assault on any fellow employee, horseplay or the use of drugs or alcohol while on County time.

## **SECTION 5 – DRUG AND ALCOHOL TESTING**

- 5.01** A County employee shall be required to submit to drug and alcohol testing in the event of the following occurring within the scope of employee's duties for the County:
- A.** An accident of any nature that results in the employee seeking immediate medical treatment.
  - B.** An accident or incident that results in the damage of County or personal property (outside the normal scope of duty, including but not limited to such things as a mailbox by a snowplow or wildlife).
  - C.** In a situation where a citation is issued to the employee for an accident or incident occurring within the scope of employee's duties for the County. Upon receiving a citation, an employee must immediately notify their Department Head.
- 5.02** In the event of any occurrence above, the employee is prohibited from consuming any alcohol until he or she has been tested and must remain available to the Department Head for testing (unless emergency medical treatment is required). In the event a Department Head has an occurrence as described above, they must remain available to the Personnel Director or the Administrative Coordinator/Director of Finance.
- 5.03** All efforts shall be made to test for alcohol within two (2) hours after the occurring event. If that cannot be accomplished, the reason for the failure must be documented by the Department Head or his/her designee and further attempts shall be made for the next six (6) hours. If testing cannot be completed within eight (8) hours, the reason for the failure must be documented.
- 5.04** A drug test shall also be conducted within 32 hours of the occurring event or the Department Head or his/her designee shall be required to document the reasons for the failure. The Department Head or their representative will determine which method will be used to transport the employee to the testing site.
- 5.05** A refusal and/or interference with required testing, per above, shall constitute a violation of this Policy and will be considered a positive test result. Refusal and/or interference to test, or a positive result, shall result in disciplinary action, up to and including termination.

SECTION 6 - POLICY ON A DRUG AND ALCOHOL FREE WORKPLACE

**6.01 Drug And Alcohol Free Workplace.** The County declares any location at which the County conducts its business to be a tobacco, alcohol and drug-free workplace. Any employee violating this Policy is subject to discipline, up to and including discharge.

**6.02 Use of Prescription Medication.** This Policy, however, does not prohibit an employee from ingesting a legally obtained prescription drug that was legally issued to said employee. Because prescription medication can also affect an individual's demeanor and job performance, it is the employee's responsibility to notify his immediate supervisor if he is taking legal prescription drugs that may affect performance or ability to perform the position duties. Such prescription drugs must be given under medical supervision and may not interfere with the performance of job duties.

**6.03 Reporting Drug Related Convictions.** Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Adams County of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

SECTION 7 - MAINTENANCE AREAS

**7.01** For safety, security and liability issues, only employees of the Maintenance Department shall be allowed in the Maintenance Office and any maintenance areas of the Courthouse and Community Center buildings.

SECTION 8 – COURTHOUSE CLOSING

**8.01** A decision to close one (1) or more County Departments or facilities because of inclement weather or adverse physical working conditions shall be made by the County Board Chair after consultation with the Highway and Sheriff's Department, if needed.

**8.02** If County facilities are to be closed for the entire day due to inclement weather, radio stations that list local school closings should be notified before 6:00 a.m. if possible. Salaried (exempt) employees shall be paid regular pay if the facilities are closed for the entire day, and will not be required to use compensatory, holiday or vacation time.

**8.03** Employees will be paid only for time worked because of an early closing. Employees may use available vacation time or compensatory time, but may not use sick leave, for hours lost under this Section. Employees may work when their Departments are closed only with specific approval of the employee's Department Heads.

SECTION 9 – CONCEALED CARRY POLICY

**9.01** All County employees and elected officials shall comply with and are subject to the Adams County Ordinance Prohibiting the Carrying of Weapons in County Buildings. Copies of the ordinance are available from the office of the Corporation Counsel or on the County's website.